



WFCA 2006 SATURDAY SEMINAR SERIES

The Washington Fire Commissioners Association is pleased to offer members the 2006 Saturday Seminar Series. Class descriptions are outlined below; class dates, times and locations are listed on the reverse side of this page. To register, use the form provided, call the WFCA office at 1.800.491.9322, or email wfca@wfca.wa.gov (the WFCA can bill your district).

SEMINAR FOR NEWLY ELECTED/APPOINTED COMMISSIONERS, CHIEFS & SECRETARIES

Fire District Attorneys Clark and Brian Snure will present this program for new and experienced commissioners, chiefs and secretaries. The morning session will provide the knowledge and background needed to understand and address many issues facing fire district personnel. Topics will include:

- The relationships of fire protection district commissioners and personnel.
- Powers, authority, duties and responsibilities of commissioners, chiefs and secretaries.
- Delegation of authority.
- Relationships with state and county offices.
- Risk management and insurance.
- Open public meetings and executive sessions of the board of commissioners.
- Open Public Records Act.
- Ethics—Conflicts of Interest.
- Compensation to commissioners, paid and volunteer personnel.
- Volunteer firefighter associations.
- Finances—revenue sources, tax levies, budgets, lid lifts, debt limitations, elections.

Other areas of law will be addressed with an opportunity for class participants to ask questions. Part of the afternoon session will be tailored to legal issues you want to discuss (please complete the questionnaire accompanying this notice and return it to the WFCA office prior to the seminar you wish to attend).

Presented in Yakima and Ocean Shores...see reverse for more details.

ANALYZING & EVALUATING HEALTH CARE PROGRAMS—SPECIAL INFORMATION AND HANDOUTS FOR USE BY BOARDS OF COMMISSIONERS

There are many proposals being offered to Boards of Commissioners for employee health care. In addition to the cost of a health care program, benefits and conditions need study for the value to both employees and elected officials. In this one-hour program, you will be provided lists of pertinent questions to ask when evaluating different programs as well as benefit provisions being offered.

Presented in Ocean Shores and Chelan...see reverse for more details.

HOW TO EVALUATE AND INCREASE THE EFFICIENCY OF YOUR FIRE DISTRICT PERSONNEL

Learn the latest techniques and concepts on how to be more effective in evaluating your fire district personnel. Issues that will be discussed in-depth include reviewing job descriptions, performance evaluation techniques, and goal setting to increase employee efficiency and productivity. This class will outline what should be included in a performance evaluation and provide examples of performance goal based evaluations. A segment of the program will highlight Board interaction with administrative personnel and how good communication can improve a fire districts' management of its workforce.

Presented in Chelan...see reverse for more details.



SEMINAR DATES/LOCATIONS/TIMES

March 25—Red Lion Hotel in Yakima. The Red Lion is located at 607 E. Yakima Ave., Yakima, WA 98901. The hotel telephone number is 509.248.5900. For overnight accommodations, the guest room rate is \$60 single and \$75 double.

SEMINAR TOPIC, TIME & GENERAL INFORMATION

The *Newly Elected/Appointed Commissioners, Chiefs & Secretaries* class will be offered in Yakima from 9:00 a.m. to 3:30 p.m. Registration and continental breakfast will begin at 8 a.m. and lunch will be held from 12:00-1:00 p.m.

May 6—Quinault Beach Resort in Ocean Shores. The Quinault Beach Resort is located at 78 State Route 115, Ocean Shores, WA 98569. The hotel telephone numbers are toll-free 888.461.2214 (reservations) or 360.289.9466 (main line). The guest room rate is \$110 (single/double).

SEMINAR TOPICS, TIMES & GENERAL INFORMATION

Two programs will be offered in Ocean Shores. The first, *Analyzing and Evaluating Health Care Programs*, will begin at 8:00 a.m. and conclude at 9:00 a.m. The second program, *Newly Elected/Appointed Commissioners, Chiefs & Secretaries*, will begin at 9:15 a.m. and conclude at 4:00 p.m. Registration and continental breakfast will begin at 7 a.m. and lunch will be held from 12:00-1:00 p.m.

June 3—Campbell's Resort in Chelan. Campbell's is located at 104 W. Woodin Ave., Chelan, WA 98816. The hotel telephone numbers are toll-free 800.553.8225 (reservations) or 509.682.2177 (main line). Room rates vary depending on the type requested. Other reservation options include: Caravel (800.962.8723), Darnell's (800.967.8149), Cabana Motel (800.799.2332) and Best Western (800.468.2781).

SEMINAR TOPICS, TIMES & GENERAL INFORMATION

Two programs will be offered in Chelan. The first, *Analyzing and Evaluating Health Care Programs*, will begin at 8:00 a.m. and conclude at 9:00 a.m. The second program, *Evaluating and Increasing Efficiency of Your Fire District Personnel*, will begin at 9:15 a.m. and conclude at 3:30 p.m. Registration and continental breakfast will begin at 7 a.m. and lunch will be held from 12:00-1:00 p.m.

REGISTRATION FEES

The registration fee for all seminars includes a continental breakfast and lunch.

MEMBER REGISTRATION

\$100.00

\$110.00 (at the door)

NON-MEMBER REGISTRATION

\$200.00

\$210.00 (at the door)

- ◆ Late registration, continental breakfast and handout of material will begin as outlined above.
- ◆ Be sure to bring a sweater or jacket to ensure your comfort.
- ◆ Please give 48 hours' notice for registration refunds from the WFCFA.



REGISTRATION FORM

Please complete the registration form and return it to the WFCA office at P. O. Box 134, Olympia, WA 98507; you may also register by telephone at 1.800.491.9322 (the association can bill your district). NOTE: If you are attending the seminar for *Newly Elected/Appointed Fire Commissioners, Chiefs & Secretaries*, be sure to fill out the questionnaire below and include it with your registration form.

✓ *Sign Me Up for the Seminar I've checked:*

☐ Yakima—March 25

☐ Ocean Shores—May 6

☐ Chelan—June 3

_____ County FPD No. _____

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

☐ Amount Enclosed \$ _____

☐ Bill the District

LEGAL ISSUES QUESTIONNAIRE

The WFCA Education Committee and Clark and Brian Snure request your input regarding legal topics you would like addressed during the seminar for *Newly Elected/Appointed Commissioners, Chiefs & Secretaries*, presented in Yakima and Ocean Shores. Please check a topic below or fill in your own topic, and return the questionnaire no later than one week prior to your program.

Please check the location at which you will attend the seminar:

☐ Yakima on March 25

☐ Ocean Shores on May 6

☐ Charging for Services

☐ Legal Resolutions: When to Adopt

☐ Discipline of Volunteer Personnel

☐ Legislative Updates

☐ Discrimination/Harassment

☐ Lid Lift Law: How to Submit a Ballot Measure

☐ Growth Management

☐ Volunteer Compensation

☐ Impact Fees/Voluntary Mitigation Agreements ☐ Other: _____

✂ Cut along dotted line and return completed registration form (along with questionnaire, if applicable) to:
WFCA, P. O. Box 134, Olympia, WA 98507

NEW! CERTIFICATE OF TRAINING AVAILABLE

The Education Committee and Board have approved a new program to certify attendance at WFCA educational programs. A *Certificate of Training* will be provided, upon request, to any member participating in a WFCA educational program who wishes a copy for his/her records. This voluntary program is being initiated to help members keep records of their administrative training and may enhance fire districts' risk management programs as well. Look for more information at the seminar you attend!

WASHINGTON
FIRE COMMISSIONERS
ASSOCIATION
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OLYMPIA, WA 98507

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